

# FORD COUNTY PUBLIC HEALTH DEPARTMENT

## BY-LAWS FOR FORD COUNTY BOARD OF HEALTH

This Board of Health was appointed and operates under the provisions of "An Act in Relation to the Establishment and Maintenance of County and Multiple-County Public Health Departments", (Chapter 55, Div. 5-25001, et.seq. Illinois Compiled Statutes, 1996), also known as the County and Multi-County Health Department Act.

### ARTICLE I

#### MEMBERS

Appointments of the Board of Health are made by the Chairman of the County Board with the approval of the County Board, in conformance with the County Health Department Act (Co.H.D. Act, Sec. 5-25012).

### ARTICLE II

1. The officers to the Board of Health shall be a President, a President-Elect, Secretary, ~~and a Treasurer;~~ and shall be elected annually by the Board of Health, ~~except that the Treasurer shall be the Public Health Administrator.~~
2. The duties of the officers of the Board of Health shall be those which are customary for such officers, (see Roberts Rules of Order, and any other duties as shall be set forth in this instrument).
3. Officers shall be elected for any ensuing year at the Board of Health meeting in June of each year. (Co. H.D. Act, Sec. 5-25013).
4. Terms of service shall be set at three year appointments (6.H.D.Act, Sec.5-25012)

### ARTICLE III

The Board of Health:

1. Shall hold meetings at least each quarter (Co. H.D. Act, Sec. 5-25013).
2. May hold special meetings upon a written request signed by two members of the Board of Health and filed with the Secretary; or on request of the Public Health Administrator (Co. H.D. Act, Sec. 5-25013).
3. All regular meetings of the Board of Health shall be publicly announced at least seven days in advance per IL state FOIA/OMA statutes. Special meetings shall be announced with a minimum of forty-eight hours notice.

4. Electronic attendance for meetings, via phone, computer or other electronic device is permissible pursuant to requirements noted in the Illinois Open Meetings Act.
5. The Board of Health secretary will denote 'in absentia' for the opening roll call attendance sheet when a board member(s) is listening via electronic device.

## **ARTICLE IV**

### VOTING

1. All questions before the Board of Health shall be decided by a majority vote of all members present; however, no meeting shall be accounted as official unless a quorum of the members is present. A quorum is understood to be four of the members.
2. In absentia voting is permitted only within guidelines allowed under the Illinois Open Meetings Act.

## **ARTICLE V**

### DUTIES OF BOARD OF HEALTH

The Board of Health:

1. Shall develop policies establishing the scope of the health department program.
2. Ensures that the health department may serve as a Home Health Agency, and will request certification as such, according to the provisions of the Medicare Act.
3. Shall provide for, or request, adequate financing for the health department programs, and shall adopt fiscal policies which shall be kept in writing. Shall set and approve all fee schedules and review fee schedules annually or as emergency dictates.
4. Shall appoint a group of persons (Community Health Coalition), which may include one or more physicians, and one or more registered professional nurses, to provide guidance to public health management and to review and advise on community health policies and procedures.
5. May enter into contracts with official or non-official agencies or individuals for the purchase, sale, or exchange of health services (Co. H.D. Act, Sec. 5-25013), including Home Health Services given under the Medicare Act.
6. Shall provide office space and equipment adequate for the needs of the agency.
7. Shall, WHETHER OFFERING ONE OR MORE SERVICES, employ a staff adequately qualified to carry out the department program and shall adopt personnel policies which shall be kept in writing and made available to employees.

8. Shall appoint a Public Health Administrator as the executive officer for the department, provided that the Board of Health shall make available medical supervision which is considered adequate by the Director of the Illinois Department of Public Health. The executive officer shall possess qualifications prescribed by the Illinois Department of Public Health. (Co. H.D. Act, Sec. 5-25012, Sec 14). President of the Board of Health will conduct an annual evaluation of the Public Health Administrator.
9. Shall, according to the requirements of the County Health Department Act, (Sec. 5-25013), and within the professional and technical competence of its staff, and the number of staff employed, and with the staff of the health department acting as its agent, enforce all State laws pertaining to the preservation of health, and all county and municipal ordinances except as otherwise provided in the County Health Department Act (Sec. 5-25013); also, shall enforce all rules and regulation promulgated by the Illinois Department of Public Health, by the County Board, or by the governing bodies of cities and villages in the county, except as otherwise provided by the County Health Department Act (Sec. 5-25013).
10. Shall, according to the requirements of the County Health Department Act (Sec. 5-25013), recommend, when deemed necessary, to the County Board the enactment of such ordinances and rules and regulations as may be necessary or desirable for the protection of health and control of disease in the jurisdiction.

## **ARTICLE VI**

### FISCAL YEAR

The fiscal year of the Board of Health shall be 1 December to 30 November.

## **ARTICLE VII**

### BUDGET AND DISBURSEMENTS

The Board of Health:

1. Shall, at the appropriate time prior to the end of the fiscal year, meet and set-up a budget, and submit the budget to the County Board (Co. H.D. Act, Sec. 5-25013).
2. Shall review at each meeting, the fiscal status of the Health Department and shall act on the bills paid since the last meeting. The vote on these bills shall be by roll call and recorded as such.
3. Shall review salary ranges and increments for staff members as outlined in the personnel policies.

## **ARTICLE VIII**

### ACCOUNTS

The Board of Health:

1. Shall keep a record in the Health Department headquarters of all receipts and disbursements.
2. Shall cause an annual audit to be made of the Health Department accounts.

## **ARTICLE IX**

### ANNUAL REPORT

The Board of Health shall publish, within 90 days after the end of the fiscal year, an annual report explaining the Health Department activities and expenditures for the past year. This report shall be in pamphlet form (Co. H.D. Act, Sec 5-25013), and shall be for free distribution, which shall include distribution to members of the County Boards.

## **ARTICLE X**

The President of the Board of Health:

1. May appoint Standing Committees as he deems appropriate for the conduct of Board of Health businesses.
2. May appoint Advisory Committees from professional or community groups for specific programs.

## **ARTICLE XI**

### REIMBURSEMENT FOR EXPENSES OF MEMBERS OF BOARD OF HEALTH AND COMMITTEES

The Board of Health and Committees

1. Shall serve without compensation (Co. H.D. Act, Sec 5-25012).
2. May be reimbursed for actual, necessary expenses incurred in the performance of their duties, such as attendance at meetings of the Board of Health, Committee meetings or at meetings of the Illinois Association of Boards of Health (Co. H.D. Act, Sec 5-25012).
3. May be reimbursed for actual, necessary expenses incurred in the performance of their duties, at any meeting approved in advance by President of the Board of Health.

## **ARTICLE XII**

### **PROPERTY OF THE BOARD OF HEALTH**

The Board of Health:

1. Shall request the Public Health Administrator of the Health Department keep an accurate inventory of all property of the Health Department.
2. Shall cause property of the Health Department to be adequately protected by insurance.
3. May require that property of the Health Department, destroyed or damaged by carelessness of any employee, be replaced at the expense of the employee, if circumstances justify.

## **ARTICLE XII**

### **AMENDMENTS TO BYLAWS**

Members of the Board of Health may amend these Bylaws by a vote of two-thirds of the members of the Board of Health, provided that written notice of the proposed changes be sent to each member at least one week before the meeting at which the Bylaws are to be amended.